HBU
HOUSTON BAPTIST UNIVERSITY

HOUSTON BAPTIST UNIVERSITY CERTIFICATE PLAN OF STUDY

Certificate in General Business

NAME: _____ H# _____
Last First Middle

LOCAL ADDRESS: _____
Street City/State Zip Code

DAY PHONE: _____ CELL PHONE: _____ EVENING PHONE: _____

EMAIL ADDRESS: _____

CATALOG YEAR: **2022/2023** DATE: _____

To earn a Certificate in General Business, 15 semester hours are required.

Certificate Requirements:		**HOURS**
ACCT 1301	Survey of Accounting	3
ECON 1301	Survey of Economics	3
MGMT 3302	Principles of Management	3
MKTG 3301	Principles of Marketing	3
	One Upper Level Elective in either MGMT or MKTG	3
	Total Hours in Certificate	**15**

CERTIFICATE REQUIREMENTS FOR GRADUATION:
No more than 6 semester hours on transfer from another college or university.
No grade below "C"
Overall GPA of 3.00 or above.
Candidate must complete certificate within five (5) years.

_____
Advisor DATE

_____
Dean, Dunham College of Business DATE

I HAVE READ AND AGREE TO ABIDE BY ALL REQUIREMENTS ON THE CERTIFICATE PLAN OF STUDY

_____
STUDENT SIGNATURE DATE

THIS CERTIFICATE PLAN OF STUDY IS NOT VALID UNTIL RECEIVED & PROCESSED BY THE OFFICE OF ACADEMIC RECORDS PROCESSED BY _____ DATE _____

OFFICIAL